

PERSONNEL RECORD PROCEDURE

WBAA

PURDUE UNIVERSITY

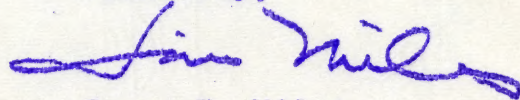


Dear friend:

Attached please find an outline of our point system operation here at WBAA. This plan was designed by Dean Kellum, the personnel manager, member of our managing board. The basic awards with the points required and semesters required were set up by the managing board and approved by Radio Guild and me. This plan is entirely student operated. It is simple and easy to do and provides adequate records for any and all of our operations here together with the required record necessary to make intelligent awards and a more or less permanent record of what people do once they leave our midst. This, of course, is used only for those non-paid extra-curricular people.

If you like the idea, please feel free to use it as a whole or to adapt any part of it to your operations.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jim Miles", written in a cursive style.

James S. Miles



## THE POINT SYSTEM OPERATION

In order to provide additional incentive for greater accomplishment by student workers, WBAA has adopted a system of awards. These awards are made yearly on a combination point and semester basis. Four points for each hour of work are awarded to those students who are eligible.

WBAA awards are as follows:

Award	Pts. Required	Semesters Required
Radio Guild Eligibility	125	0
Bronze Key	550	2
Silver Key	1100	4
Gold Key	1650	6

## PERSONNEL RECORD PROCEDURE

The recording system consists of four separate phases: the "individual work report," the "daily record file," the "semester record file," and the "inactive record file." Each of these phases will be explained in the following pages.



## INDIVIDUAL WORK REPORT

Individual work reports will be turned in after each period of time in which work is done.

These reports will be filled out as illustrated below by each student worker.

STUDENT	NAME	WBAA		
	Last name first			
DESCRIPTION OF WORK		START	STOP	TIME
General type of work				
CORRECT		DATE		
Purdue University WBAA Form 6A 4-48-5M		Verification		

Reports are verified by staff members, producers, or personnel manager.



THE DAILY RECORD FILE

At appropriate intervals the information from the individual work records will be entered upon the daily record form.

Each student worker has a separate form which is filed alphabetically.

The information will be recorded as indicated below.

[illegible]



## SEMESTER RECORD FILE

At the end of each semester the appropriate information from daily record file will be entered upon the form for the semester record file. The addresses and other information will be brought up to date at the beginning of each semester. Awards will be made from the information in this file. All awards received will be entered in this file.

See illustration below.

front

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_____	_____	_____	_____
Last name	First	Initial	Tel.
_____		_____	
School Address		Home Town	
Date began work at WBAA _____			
Current Semester in School 1 2 3 4 5 6 7 8 Grad.			
Type of Work Done: _____			
_____			
_____			
_____			
_____			



### INACTIVE RECORDS

When a worker leaves school or discontinues his work at the station, his card will be removed from the semester record file and filed with the "inactive records."

This file will be retained indefinitely for future reference to give correct information concerning an individual's work at the station.

### DISPUTES CONCERNING RECORDS

All entries will stand as correct unless sufficient proof to the contrary is presented.

### CURRENT RECORD OF ALUMNI

By means of periodic correspondence the personnel department keeps an up to date file of each alumni who received a key award while in school. This file includes address, current work and other pertinent information. All correspondence received is also filed in this folder.

Scanned from the National Association of Educational Broadcasters Records  
at the Wisconsin Historical Society as part of  
"Unlocking the Airwaves: Revitalizing an Early Public and Educational Radio Collection."



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